

ASSOCIATE PRACTITIONER JOB DESCRIPTION

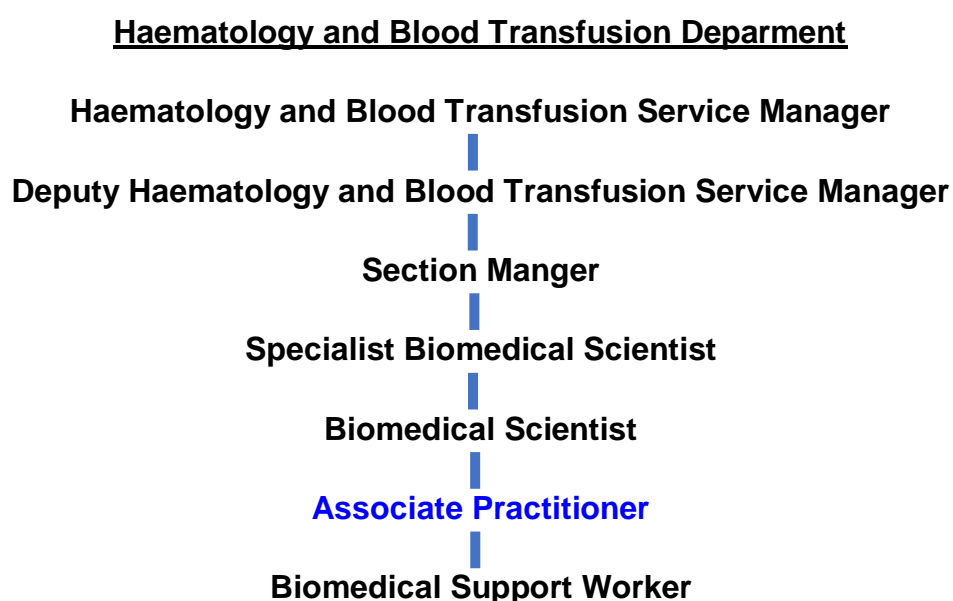
Job Title:	Associate Practitioner
AfC Band:	4
Directorate/Service:	Diagnostics and Pharmacy / Pathology / Haematology and Blood Transfusion
Accountable To:	Haematology and Blood Transfusion Service Manger
Responsible To:	Section Managers
Base Location:	Royal Albert Edward Infirmary
On-Call Requirement:	No - Shift working is required

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

Associate Practitioners provide professional support to Biomedical Scientists and other staff within the Pathology Laboratory. Their duties include carrying out laboratory analyses relevant to their discipline, including maintaining appropriate records and documentation. Associate Practitioners undertake quality control procedures and examine quality control results to assess performance, and report these results back to Biomedical Scientist colleagues. They are also expected to participate in the operation, routine maintenance and troubleshooting of laboratory equipment as necessary, and assist in the supervision and training of junior staff. Finally, they must ensure that safe working practices are followed, in accordance with departmental Health and Safety policies.

Main Tasks & Overview of Responsibilities

- To perform pre-analytical and basic analytical tasks with BMS supervision.
- To supervise, organise, allocate work for less experienced staff in own area.
- To maintain clinical & laboratory records in relation to activities carried out and input/interrogate tests results of others
- To develop own skills and knowledge and undertake additional in-house training to be able to fulfil the role of an Associate Practitioner
- To participate in Out of Hours Rota as required

Communications and Relationships

- Provide authorised tests results over the telephone.
- Answer telephone and deal with enquiries.
- Ensure rapid processing and telephoning of all urgent tests.
- Assist and liaise with staff, patients and visitors.
- Report adverse incidents.
- Attend team briefing and departmental meetings when required.
- Contacts other laboratories or the requesting GP or ward about problems with samples

Analytical and Judgmental Skills

- Make decisions in own area e.g. mislabelled or inappropriate specimens, problems with sample integrity.

Planning and Organisational Skills
<ul style="list-style-type: none"> • Deliver and collect samples from other departments. • Label, store, and dispose, package and despatch samples as required. • Sort, file and distribute laboratory reports. • Sort laboratory coats and dirty laundry. • Collect and take post to the post room. • Prioritise tasks appropriately in the laboratory area.
Physical Skills
<ul style="list-style-type: none"> • Manipulation skills, good hand-eye coordination • High degree of speed and accuracy required when e.g. pipetting solutions
Responsibility for Patient Care
<ul style="list-style-type: none"> • Prepare and process patient samples for diagnostic testing. • Perform analytical procedures when competent and according to SOPs e.g. Immunoassays, use of automated equipment. • Preparation of samples, reagents, chemicals, and QC material to ensure accuracy of patient results. • Record basic information on patients and results. • Take responsibility for maintaining own competence. • To play an active role in all laboratory support systems such as filing, sample disposal, cleaning and maintenance in accordance with UKAS & MHRA standards.
Responsibilities for Financial and Physical Resources
<ul style="list-style-type: none"> • Use of expensive, highly complex equipment e.g. analytical platforms. • Assist with the maintenance of analytical equipment, centrifuges, water baths, refrigerators, pipettes and other laboratory equipment. • Monitor stock levels of laboratory consumables and inform line manager of reordering required. • Maintain and clean laboratory equipment. • Ensure a clean and tidy laboratory is maintained at all times. • Trouble shooting and maintaining complex equipment e.g. laboratory analyser

Responsibilities for Human Resources

- Assist in the training and supervision of new members of BSW /AP staff.
- Undertake supplementary training to develop skills when required.
- Undertake continual professional development in agreement with the Head of Department
- To participate in an annual joint review of work.
- To undertake performance appraisal of subordinate staff when required

Responsibility for Information Resources

- Ensure accurate data entry onto pathology computer system.
- Identifies and resolves problems with samples e.g. mislabelling or mislaid samples.
- Monitor equipment performance and record details as required.
- Propose changes to Standard Operating Procedures.
- Keeps up to date with documentation on Quality Management System.

Responsibilities for Research and Development

- Assist with method development.
- Assist with collection of data for departmental audits
- Ensure own actions promote quality and alert others to quality issues

Freedom to Act

- Works to standard operating procedures with supervision available.
- Not to attempt to carry out tasks or repairs beyond their competence (works within scope of practice).
- Discretion to prioritise work.
- Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Partnership Working

- Cooperate with and interact with all grades of staff to deliver a quality and timely service.
- Contribute to effective team working with all members of the Haematology and Blood Transfusion and wider Pathology Team.
- Undertake duties as delegated by registered Biomedical Scientists.

PERSON SPECIFICATION

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AfC Band:	4

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Foundation Degree in Science based subject. 	<ul style="list-style-type: none"> IBMS Certificate of Achievement Part II
Knowledge, Training & Experience	<ul style="list-style-type: none"> Theoretical knowledge to enable processing of patient's samples under basic analytical processes. Requires knowledge of specimen types and understanding of information on request forms. Experience of working in one or more Pathology disciplines. 	<ul style="list-style-type: none"> Knowledge of non-routine health care duties obtained through experience and study. Knowledge of medical terminology
Skills & Abilities	<ul style="list-style-type: none"> Basic Computer Literacy Accurate Data Entry 	<ul style="list-style-type: none"> ECDL or similar IT qualification

Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> eliminating discrimination, harassment and victimisation

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.